

GRS Update Proposal 2205

Offender transitory tracking records (UDC # TBD)

Proposed New Schedule

Title

Offender transitory tracking records (UDC #TBD)

Description

These are non-historical inmate tracking records maintained in the Offender Tracking System, such as observation logs, nonpermanent personal information such as emergency contacts, marital status, weight, hair color, and religious affiliation. This also includes data entry errors that are corrected.

Retention and Disposition

Retain until superseded, and then destroy.